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Memorandum

TO : Director of Training

DATE: 31 October 1962

FROM : Chief, Headquarters Training

SUBJECT: Weekly Activities Report No. 38 (25 - 31 October 1962)

A. SIGNIFICANT ITEMS

Nothing to report.

B. OPERATIONS FACULTY

1. Information Reporting, Reports, and Requirements (IRRR)

One student is enrolled as of 30 October for 120 hours of tutorial instruction.

2. Counterintelligence Operations (CI/OPS)

Course No. 46 was completed on 26 October, a course report for which is being prepared.

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3. Records Officers Course (ROC)

The next ROC has been scheduled for the period 26-30 November 1962. This is to be announced officially in a Special Training Bulletin. Meetings have been held with representatives of RID, CI Staff, [REDACTED] DD/P and [REDACTED] and as a result a slightly revised schedule will be followed for this next presentation.

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4. Clandestine Services Review (CSR)

For the purpose of discussion and consideration a draft schedule for future CSR presentations has been submitted to CH/OS and C/OS. This draft schedule provides for full day instruction the first week and half day during the second week. In order to accomplish this it was necessary to eliminate some of the DD/I, DD/P and DD/S presentations and to reduce the time previously allotted to other presentations.

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5. Project Useful

This course scheduled to begin 29 October was cancelled on 25 October as a result of the Cuban crisis.

6. [REDACTED]

Course No. 6 began on 29 October with an enrollment of sixteen persons, one of whom withdrew on 30 October due to schedule conflicts.

7. I gave a lecture on the Clandestine Services on this date in a Security Officers Orientation Course.

8. I am auditing as much as possible of the Operations Support Course which began on 29 October.

9. On 30 October I met with Mr. [REDACTED] of the A&E Staff to discuss an interrogation course proposal made to him by Mr. [REDACTED] and others of the Office of Security. Mr. [REDACTED] brought me up to date on his staff's interest in the subject of interrogation, and I did likewise for the Operations School. He agreed to pursue mutually with the Office of Security its interest in possibly setting up a course in interrogation. It was agreed that Mr. [REDACTED] would discuss this matter at his next routine meeting with representatives of the Office of Security and that we would all get together at such time as relocation of A&E Staff functional responsibilities is known.

C. OPERATIONS SUPPORT FACULTY

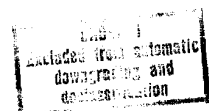
1. Operations Support Course

Course No. 53 with an enrollment of ten students started Monday, 29 October. Seven of the current group are scheduled for overseas assignments.

2. Mrs. [REDACTED] met with the Chief of the Finance Division and the following was discussed:

a. In August of 1961 meetings were held with the Comptroller and his staff to obtain a decision on the method used in recording foreign travel.

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b. The problem areas in Class B Accounting that should be stressed and field situations that could be used as In-Box problems in the courses.

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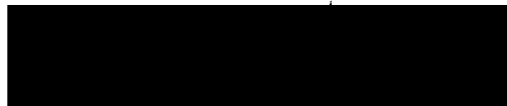


4. The Training Officer for the Africa Division has asked Mrs. [REDACTED] 25X1A9a to explore the possibility of scheduling a Budget and Finance Course in January. The December Communications Course [REDACTED] 25X1A6b has been cancelled, thus changing the training pattern for the Clandestine Services personnel.

25X1A9a 5. [REDACTED] attended a briefing given by the Director of Personnel concerning the specific items contained in the new Federal Pay Bill.

D. ADMINISTRATION

25X1A9a [REDACTED] reported for duty on 29 October.



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